



FEDERAL ELECTION COMMISSION

WASHINGTON, D.C. 20463

RQ-3

March 23, 2000

Ron Oliver, Treasurer
The Democratic Party of Arkansas
Federal Account
1300 West Capitol
Little Rock, AR 72201

Identification Number: C00024372

Reference: Amended Mid-Year Report (1/1/99-6/30/99), dated 12/8/99

Dear Mr. Oliver:

This letter is to inform you that as of March 22, 2000, the Commission has not received your response to our request for additional information, dated February 29, 2000. This notice requests information essential to full public disclosure of your federal election campaign finances. To ensure compliance with the provisions of the Federal Election Campaign Act (the Act), please respond to this request (copy enclosed).

If no response is received within fifteen (15) days from the date of this notice, the Commission may choose to initiate audit or legal enforcement action.

If you should have any questions regarding this matter, please contact Andrew Dodson on our toll-free number (800) 424-9530 (at the prompt press 1, then press 2 to reach the Reports Analysis Division) or our local number (202) 694-1130.

Sincerely,

A handwritten signature in dark ink, appearing to read "John D. Gibson", is written over a horizontal line.

John D. Gibson
Assistant Staff Director
Reports Analysis Division

Enclosure



FEDERAL ELECTION COMMISSION
WASHINGTON, D C 20463

RQ-2

Ron Oliver, Treasurer
Democratic Party of Arkansas Federal
Account
1300 West Capitol
Little Rock, AR 72201

FEB 29 2000

Identification Number: C00024372

Reference: Amended Mid-Year Report (1/1/99-6/30/99), dated 12/8/99

Dear Mr. Oliver:

This letter is prompted by the Commission's preliminary review of the report(s) referenced above. The review raised questions concerning certain information contained in the report(s). An itemization follows:

-Schedule H3 of your report discloses a transfer(s)-in from a non-federal account(s) for administrative/voter drive which appears to exceed the permissible amount(s) indicated by your allocation ratio for administrative/voter drive. Please be advised that transfers for shared activity must not exceed the non-federal share of the joint disbursements and that these transfers must be made within a 70-day time period: no more than 10 days before or 60 days after payment to the vendor. 11 CFR §§106.5(g)(2) and 106.6(e)(2) Please clarify the nature of these transfers-in from the non-federal account.


The Commission recommends that you immediately transfer the total excessive amount received by your federal account back to your non-federal account. Although the Commission may take further legal action concerning this prohibited activity, your prompt action will be taken into consideration.

-Line 18 of the Detailed Summary Page of your report discloses a total of \$149,089.71 in transfers from your non-federal account. The sum of the entries itemized on Schedule H3, however, indicates the total to be \$1,869,558.24. Please amend your report to clarify the discrepancy.

-On Schedule H1 of your report, you have counted too many points in the Ballot Composition box for state and local party committees. Please refer to the instructions on the back of the Schedule H1 noting that a committee may not take more than the number of points printed on each line. Please amend your report to include a corrected Schedule H1 and note that a change in this ratio may make it necessary to repay your non-federal account for any overpayments they may have made. While the Commission may take further legal action concerning any impermissible overpayments by the non-federal account, your prompt action will be taken into consideration.

A written response or an amendment to your original report(s) correcting the above problem(s) should be filed with the Federal Election Commission within fifteen (15) days of the date of this letter. If you need assistance, please feel free to contact me on our toll-free number, (800) 424-9530. My local number is (202) 694-1130.

Sincerely,



Scott Francis
Reports Analyst
Reports Analysis Division

1. The first part of the document discusses the importance of maintaining accurate records of all transactions and activities. It emphasizes that proper record-keeping is essential for transparency and accountability, particularly in financial matters. The text outlines various methods for organizing and storing data, including digital databases and physical filing systems.

2. The second section focuses on the role of communication in project management. It highlights the need for clear, concise, and timely communication between team members and stakeholders. The text provides guidelines for effective communication, such as using appropriate channels and formats, and encourages the use of regular meetings and reports to keep everyone informed.

3. The third part of the document addresses the challenges of resource allocation and management. It discusses how to identify and prioritize tasks, allocate resources efficiently, and monitor progress. The text suggests using tools like Gantt charts and PERT diagrams to visualize project timelines and dependencies. It also emphasizes the importance of flexibility and adaptability in response to changing circumstances.

4. The final section discusses the importance of risk management. It outlines a systematic approach to identifying potential risks, assessing their impact, and developing mitigation strategies. The text stresses that proactive risk management can help prevent problems before they arise and ensure the successful completion of the project.